Receipts

This guide will take you through the steps for attaching Receipts to an expense report. Receipts can be attached to the actual expense or to the overall report.

Accessing Concur
1. Go to Travel.ou.edu and login with your 4x4.

Uploaded Receipts
2. If you have uploaded Receipts through the Concur Mobile app, those Receipts will be visible under the Available Expenses section on the homepage. To add a Receipt to an expense report, click on the Receipt under Available Expenses and then click the blue Move button to move the expense to an existing report or to move it to a new report.

3. Available Receipts
4. You can also find other saved Receipts by clicking on Expense from the main menu and then scrolling down to Available Receipts. Receipts that have already been saved as files can be dragged and dropped to the Upload New Receipt box.

5.
Email Receipts

6. You can also email Receipts to your Concur account as long as you have verified your email address in Concur. See the Profile document for more information on email verification. Once your email address is verified, forward emails of Receipts to Receipts@concur.com. Sending receipts from your email account will automatically place the receipts in your Concur account. If you are a delegate and both your email address and the email address of your traveler have been verified, you can forward Receipts to your traveler’s Concur account. Forward emails of Receipts to Receipts@concur.com and use only your traveler’s email address in the subject line.

7. Example:

![Email example]

Expense

8. To add a Receipt to an expense on an existing report, click on the expense and then select Attach Receipt.

![Expense example]

9. A pop-up box will appear and you can click Browse to locate the Receipt saved on a local device or, if the Receipt image was uploaded previously, the Receipt will be available in Available Receipts. Locate the correct Receipt and select Attach.
11. Once the Receipt requirement has been added, the icon will show a blue check box indicating that the Receipt requirement has been met.

12. Click Save.

Report

13. To add a Receipt to the entire expense report, click on the Receipts under the report name and then select Attach Receipt Images.
Receipts

15. A pop-up box will appear and you can click **Browse** to locate the **Receipt** saved on a local device or, if the **Receipt** image was uploaded previously, the **Receipt** will be available in **Available Receipts**. Locate the correct **Receipt** and select **Attach**.

16. To view all **Receipts** attached to an expense report, click on the **Receipts** under the report name and then select **View Receipts in new/current window**.

Receipt Requirement

17. Most travel expenses under $25 do not require a **Receipt**, although one should be attached if available.

18. If a **Receipt** is required, a yellow **Receipt** icon will be visible on the expense.

19. If a travel **Receipt** has been lost, a **Missing Receipt Affidavit** can be attached for most expenses. To attach the **Missing Receipt Affidavit**, click **Receipts** from under the report header and then **Missing Receipt Affidavit**. Please note that the traveler must attach the **Missing Receipt Affidavit** as this is not a function that can be performed by a delegate.

20. All expenses that are missing a **Receipt** for which a **Receipt** is required will be listed in the pop-up box.

21. Read the requirements in the pop-up box, select the **expenses** where the **Missing Receipt Affidavit** applies and click **Accept & Create**.

22. The Missing **Receipt** icon 📄 will appear for each applicable expense line.

Additional Information

24. Please note that **Receipts** and **Comments** can be added to an expense report at any time, including after final approval.